



THE COMMONWEALTH OF MASSACHUSETTS LABOR RELATIONS COMMISSION

Guidelines for Submitting Post-Hearing Briefs and Challenges to Recommended Findings of Fact via E-Mail

399 Washington Street, 4th Floor

Boston, MA 02108

Telephone (617) 727-3505

Parties filing post-hearing briefs or challenges to recommended findings of fact may submit one additional copy of those documents, subject to the following guidelines:

1. All parties must still file one original, hard copy of their post-hearing brief or challenges to the hearing officer's recommended findings of fact with the Commission. The Commission will not consider a document to have been filed until it receives the hard copy, plus exhibits, if any. A certificate of service must be included with each hard copy.
 2. The e-mail copy should be sent to the hearing officer who presided over the hearing. A full listing of all Commission personnel e-mail addresses appears on the Commission's website, www.state.ma.us/lrc. The formula for e-mail addresses at the Commission is "first name.last name@lrc.state.ma.us".
 3. The document should be attached to the e-mail as a separate file. The e-mail subject heading and the name of the attached file document should set forth the case number and a description of the document, e.g. MUP-01-1234, Post-hearing brief; or MUP-02-1234, challenges.
 4. If separate exhibits are attached to the post-hearing brief or challenges, parties should submit one additional hard copy of those exhibits to the Commission.
 5. Parties who do not have access to e-mail or who do not wish to file an e-mail copy must file an original and one (1) hard copy of their post-hearing briefs or challenges with the Commission
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